



Health, Safety and Wellbeing Policy Template for schools



St Joseph's Catholic Primary School

Date of last review	May 2024	Review period	Annual
Date of next review	May 2025	Owner	Premises manager/ HR&Ops
Type of policy	Statutory	Board approval Date	St Joseph's Governors 2.5.2024

Summary of changes	Date
Front cover added. No further changes.	21/6/21
Schools to use template to complete school specific information and approve locally References to Parago removed Changes to named person – schools to update red text.	4/10/22
Updates to KPIs p.19 Section D part 11. - Added Electrical Items Staff are not authorized to bring in personal electrical items without authorization and PAT testing	9/3/23
Section D part 10 – exchange Remove 'Shapestone' and replace with 'Education Visit Advice and Guidance Ltd'	4/3/2024
Section D part 17 Replaced 'Chartwell' with 'Bespoke Cleaning'	4/3/2024
Section D parts 11, 12 and 21 Replace the 'School buildings Log Book' with 'Every Software system'	4/3/2024
Section D part 12 Fire Risk Assessment is located in the 'Every software system'	4/3/2024
KPI's Item 6 added; with a half termly update on any matters arising	4/3/2024
1. Item 7 added; An annual review with the SCC H&S advisor and John Carroll to take place with School Head Teacher and H&S representative.	4/3/2024
Name changes to roles of staff	

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1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Head teacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Head teacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.



Health, Safety and Wellbeing Policy

St Joseph's Catholic Primary School

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within Name of school School.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the St John Paul II Multi Academy Health and Safety Policy Statement. It records the local organisation and arrangements for implementing the policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Board of Directors, through the Local Governing bodies of the schools, recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body of St Joseph's Catholic Primary School will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above, the Board of Directors will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives' forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

<i>T Forker</i>	<i>G M O'Hara</i>
Chair of Governing Body	Principal
2.5.2024	2.5.2024

C. Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

<i>The school/academy obtains competent health and safety advice from</i>	Staffordshire County Council Dean Willetts – named link officer
	Dean Willetts Health & Safety Advisor Strategic Health, Safety & Wellbeing Service Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH Tel: (01785) 355777 (Duty Officer) shss@staffordshire.gov.uk (Duty Officer) *: dean.willetts@staffordshire.gov.uk Tel: 07773 791499 8: www.staffordshire.gov.uk
<i>In an emergency we contact: Duty officer 01785355777</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety at St Joseph's</i>	<i>Name: John Carroll</i>
<i>The school/academy carries out formal evaluations and audits on the management of health and safety (frequency):</i>	

<p><i>October statutory testing and premises check – annual</i> <i>January self audit - annual</i> <i>Summer Term audit – annual</i> <i>Audits and reviews also take place in response to major incidents or accidents.</i> <i>Other arrangements in consultation with M Walsh and D Willetts</i></p>	
<p><i>The last audit took place</i></p>	<p><i>Date: Spring 2023</i> <i>By: D Willetts and G O’Hara</i></p>
<p><i>Name of person responsible for monitoring the implementation of health and safety policies</i></p>	<p><i>Name: G O’Hara</i></p>
<p><i>All staff are aware of the key performance indicators in part E and how they are monitored</i></p>	
<p><i>Workplace inspections -</i></p>	<p><i>Name of person who carries these Out – John Carroll</i></p>

D. Detailed Health and Safety Arrangements

Adapt this list of arrangements as appropriate for your school.

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

[https://education.staffordshire.gov.uk/School-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) or

consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

<p><i>Our arrangements for recording and investigating accidents:</i></p>
<p><i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: M Walsh</i></p>
<p><i>Our arrangements for reporting to the Governing Body or Academy Board are:</i> <i>Annual report to Board of Directors (Spring term)</i> <i>Termly updates through the Principal’s report.</i></p>
<p><i>Our arrangements for reviewing accidents and identifying trends are:</i> <i>Using the Staffordshire portal for major incidents.</i> <i>SLT reviews of accidents on the premises at least termly.</i></p>

2. Asbestos

<p><i>Name of Premises Manager responsible</i></p>	<p><i>Name: John Carroll</i></p>
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<i>for Managing Asbestos.</i>	
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location: School office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Sign in foyer and sign in sheets in office.</i>	
<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff briefings – at least once per year and following any incident/ near miss.</i>	
<i>Staff must report damage to asbestos materials to</i>	<i>Name: M Walsh</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name: M Walsh</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Staff briefings, email.</i>	
<i>Staff can make suggestions for health and safety improvements by: Raising them at staff briefings/ meetings, speaking to SLT informally.</i>	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name: John Carroll</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Exchange of Hazards form to be completed before the commencement of the work.</i>	
<i>Our arrangements for the induction of contractors are: Facilities Manager to meet with contractor before the commencement of works/ Notice of Safeguarding and Child Protection information sheets available to visitors in reception.</i>	
<i>Staff should report concerns about contractors to: Site staff</i>	
<i>We will review any construction activities on the site at regular intervals.</i>	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name: L Chambers and J Lynch</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>K Vickers and M Mahoney members of the MAC SCC</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Staff briefings/ meetings, staff questionnaires, Staff Consultative Committee.</i>	
<i>Staff can raise issues of concern by: Contacting Staff Consultative Committee, speaking to a member of SLT, report to SLT via email.</i>	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name: Locsite staff</i>
<i>Our arrangements for selecting competent contractors are: Managing contractors Policy 5.2</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Pre works meeting and completion of Exchange of Hazards Form and Intrusive Works Form</i>	
<i>Our arrangements for the induction of contractors are set out in the Managing Contractors Policy and a Pre works meeting will set out expectations and carry out assessment of the work area.</i>	
<i>Staff should report concerns about contractors to: SLT/ Site supervisor/ Manager</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: EYFS- B Harvey Science- A Korimbocus D&T- S Lewis PE- G Rothwell</i>	<i>Head of Dept. or Curriculum Lead Name same as left column</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Curriculum leaders as named above.</i>

8. Display Screen Equipment use (including PC's, laptops and tablets)

<i>The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are: Office staff and in conjunction with Headteacher.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name: L Chambers</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name: L Chambers</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name: B Harvey</i>
<i>Our arrangements for the safe management of EYFS are: Regular risk assessments of activities and environment. Member of SLT has overall responsibility. Appropriate staff working in EYFS First aid trained.</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name: J Lynch</i>
<i>The Educational Visits Coordinator is</i>	<i>Name: J Lynch</i>
<i>Our arrangements for the safe management of educational visits: Affiliation to Education Visit Advice and Guidance Ltd for support and advice. Regular and up to date training for EVC. Common policy and proformas used across the MAC.</i>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name: Mr John Carroll Academy Facilities Manager</i>
<i>Fixed electrical wiring test records are located:</i>	<i>'Every' software systems</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Staff are not authorized to bring in personal electrical items without authorization and PAT testing</i>	
<i>Name of person responsible for arranging</i>	<i>Name:</i>

<i>the testing of portable electrical equipment (PAT):</i>	<i>John Carroll in Sutton Premises staff arrangement.</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name Mr John Carroll</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>'Every' software systems</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name: John Carroll</i>
<i>The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	

12. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Name: Mr John Carroll (SCC H&S are commissioned to do to the reviews).</i>
<i>The Fire Risk Assessment is located</i>	<i>'Every' software system</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i> <i>The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>Name: Main Office staff/ SLT</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name: M Walsh / L Chambers</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name: M Walsh / L Chambers</i>
<i>Our Fire Evacuation Arrangements are published and available in all rooms</i>	<i>Location: In each room</i>
<i>Our Fire Marshals are listed</i>	<i>Location: In each room</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location School Buildings Log Book</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name: John Carroll</i>
<i>All staff must be aware of the Fire Procedures in school - this is done through staff handbook annually and through briefings as necessary.</i>	

13. First Aid *see also Medication

<i>First Aiders are listed</i>	<i>Location: in the Medical room</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name: J Lynch</i>
<i>Location of First Aid Boxes</i>	<i>Medical room / Sunshine room</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>M Mahoney</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	<i>Dial area code and full number or 999</i>
<i>Our arrangements for recording the use of First Aid are:</i>	
<i>Use of first aid log and slips for more serious accidents. Staffordshire portal for major injuries. Forms completed, logged by Office on the SIMS system , where appropriate parents are called</i>	

14. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass.</i>	
<i>All replacement glass is of safety standard.</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>School Buildings log book</i>

15. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Name: local site staff Mr John Carroll Chartwell Cleaning Services</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

16. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location: Staffroom, Kitchen area, Sunshine area</i>
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17. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are: Birmingham City Council Waste Collection.</i>	
<i>Our site housekeeping arrangements are:</i>	
<i>Site cleaning is provided by:</i>	<i>Chartwells</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school/academy building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i>	

18. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name: John Carroll</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<i>We liaise with School Health for support or advice about any communicable disease.</i>	
<i>Hand sanitiser is used in school, pupils are reminded about correct hand washing procedures before every meal time in school. Initial remove hazardous waste, Pest control and Hulternative for wasps etc..</i>	

19. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name: John Carroll / John Lynch</i>
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are ;</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	

Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.

Further conditions are found in the Academy Lettings Policy and Conditions of Hire.

20. Lone Working

Our arrangements for managing lone working are:

Lone working is not encouraged in schools in the St John Paul II MAC but if staff are required to work at any site alone, the following must be in place:

- Avoid working at height or any higher risk activities.
- Members of staff working alone must have a mobile phone with them at all times.
- Contact arrangements must be in place so that the member of staff can contact a line manager in the event of an emergency.
- Members of staff who are required to work alone should ensure that next of kin have out of hours contact numbers for line managers.
- Working hours must be agreed in advance and adhered to.
- Any Home Visits must always be carried out by two members of staff and the addresses of the visits must be known by school. Staff must have a mobile phone with them at all times if they are off site.

21. Maintenance / Inspection of Equipment (including selection of equipment)

NOTE Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

*This section **must include** the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms*

Name of person responsible for the selection, maintenance / inspection and testing of equipment.

Mr John Carroll

Records of maintenance and inspection of equipment are retained and are located:

'Every' Software system

Staff report any broken or defective equipment to:

Name: Local site staff

The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:

22. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name: Member of staff responsible for risk assessments Support from Mr John Carroll</i>
<i>Our arrangements for managing manual handling activities are:</i>	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

23. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy.</i>	<i>Name: J Lynch</i>
<i>Our arrangements for the administration of medicines to pupils are: See Medical Needs policy.</i>	
<i>The named members of staff who are authorised to give / support pupils with medication are:</i>	<i>Any member of staff who are first aid trained and have been briefed by a member of SLT register in J Lynch office</i>
<i>Medication is stored:</i>	<i>Location: Main office / In medical boxes in the classrooms or medical room</i>
<i>A record of the administration of medication is located:</i>	<i>Location: Kept with the medication</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by the Principal and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. This takes place annually.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: via care plan instruction and training provided</i>	
<i>Staff who are taking medication must keep this personal medication in a secure</i>	

area in a staff only location.

Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.

24. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.

<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	<i>John Carroll</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>John Carroll</i>
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>M Walsh/ L Chambers</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>John Carroll</i>

25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.

Our arrangements for the reporting of hazards and defects: By using the site@sjp2.net (Sutton School arrangements), or by immediately reporting directly to Site staff

26. Risk Assessments

The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Risk assessments are in place for the following areas:

(examples)

EYFS

Premises and grounds

Curriculum / classrooms

Hazardous activities or events

<p><i>Lettings or contract work which may affect staff or pupils in the school/academy</i></p> <p><i>Fire Risk Assessment</i></p> <p><i>Hazardous Substances</i></p> <p><i>Work Equipment</i></p> <p><i>Manual handling activities</i></p> <p><i>Risks related to individuals e.g. health issues</i></p> <p><i>Segregation of Traffic and Pedestrians</i></p>	
<p><i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i></p>	<p><i>SLT, John Carroll</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i></p> <p><i>Reviewed at least annually or more frequently if circumstances change or the need arises. Staff complete the template and email to SLT for agreeing and signing , signed copy kept in M Walsh file</i></p>	
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>	
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p>	
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>	

27. Smoking

<p><i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.</i></p>

28. Shared use of premises/shared workplace

<p><i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i></p>	<p><i>Name: John Carroll</i></p>
<p><i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i></p>	<p><i>Name: John Carroll</i></p>
<p><i>Our arrangements for managing health and safety in a shared workplace are:</i></p> <p><i>All staff are expected to follow our policies and procedures.</i></p>	

29. Stress and Staff Well-being

<p><i>Name of person who has overall</i></p>	<p><i>Name: M Walsh, L Chambers, J</i></p>
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<i>responsibility for the health and wellbeing of school/academy staff</i>	<i>Lynch</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: See staff well-being policy Education Workforce Wellbeing Charter, following policy, procedure and RA , all staff have access to West Field Health system</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed at least annually.</i>	

30. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name: M Walsh, L Chambers</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Part of annual staff training in September and Induction throughout the year by L Chambers/ M Walsh</i>	

31. Violence and Aggression and School/Academy Security

<i>The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Pupils to staff, staff to SLT</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>DSL / Executive Principal/ HOS</i>
<i>Name of person who has responsibility for</i>	<i>Executive Principal/ HOS and John Carroll</i>

<i>site security:</i>	
<i>Our arrangements for site security are: communicated with all staff</i>	

32. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name Mr John Carroll</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Hydraclean</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Hydraclean</i>
<i>Location of the water system safety manual/testing log</i>	<i>Hydraclean Portal – J Carroll monitors this and reports back to schools if there are concerns</i>
<i>Our arrangements to ensure contractors have information about water systems are: Log book filled in with Weekly and monthly checks</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Log book available at all times in the office.</i>	

33. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name: Member of SLT</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: staff not allowed when lone working, ladder checks completed every 6 months by the premises team</i>	

34. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Name: J Lynch</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: An initial meeting as part of the induction to assess any needs and adjustments are made prior to commencement if necessary.</i>	

<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Name: SLT</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: communicated via a placement induction by L Chambers, Briefings on induction, staff handbook.</i>	

35. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Name: SLT and Office</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

KPIs

1. The Health and Safety audit (January) will be completed annually – John Carroll provides support for schools to complete this but it is the school's responsibility.
2. October premises checklist to be completed annually – Site staff in conjunction with named SLT, John Carroll provides support and advice.
3. Fire risk assessment to be reviewed and updated annually – John Carroll coordinates with SCC H&S
4. Termly fire evacuation drills to take place
5. Accidents in schools to be reviewed at least annually
6. Formal full report on Health and Safety to be submitted to Governors and Board of Directors annually with a half termly update on any matters arising
7. An annual review with the SCC H&S advisor and John Carroll to take place with School Head Teacher and H&S representative.